

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post <b>Ho Chi Minh City, Vietnam</b>	2. Agency <b>Department of State</b>	3a. Position Number <b>A70121</b>
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes    ☐ x No    If Yes, please provide position number: \_\_\_\_\_

## 4. Reason for Submission

- ☐ a. Redescription of duties: This position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- ☐ b. New Position \_\_\_\_\_
- ☒ c. Other (explain) **Recruitment**

5. Classification Action RSC-EAP-PCD	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Resource Coordination Assistant - 6530	FSN-9	PH/KK	11/18/2022
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Resource Coordinator	7. Name of Employee
8. Office / Section Public Diplomacy	a. First Subdivision Resource Coordination
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position  _____ Printed Name of Employee  _____ Signature of employee      Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position  _____ Printed Name of Supervisor  _____ Signature of Supervisor      Date (mm-dd-yyyy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position  _____ Printed Name of Chief or Agency Head  _____ Signature of Section Chief or Agency Head      Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer      Date (mm-dd-yyyy)

**13. Basic Function of Position: Resource Coordinator**

The Resource Coordinator works under the direct supervision of the Public Affairs Officer (PAO) or PAO designee and supervises one Resource Coordination Assistant. Is the leading Public Diplomacy LE Staff responsible for the financial, program, human and property resources that support Public Diplomacy (PD) projects and programs for Consulate General Ho Chi Minh City. Oversees use of multiple and diverse funding streams, and ensures their compliance with all relevant U.S. government (USG) regulations and Vietnamese

laws. Manages grants, contracts, and acquisition and use of PD Section materials and equipment. Serves as primary liaison for the PD Section with Management Section and offices, and coordinates resources for Consulate PD operations and American Spaces with Embassy Hanoi PD Section.

#### 14. Major Duties and Responsibilities

% of Time

##### **I. Financial Resource Coordination (25% of time)**

In consultation with the Embassy Hanoi Resource Coordination Specialist, actively plans annual post budget requirements and projections more than one fiscal year in advance for approval of the PAO; identifies appropriate allocation by PD-specific budget codes for LE Staff compensation, activities, programs and Integrated Country Strategy (ICS) themes as required by the PD Resource Allocation Module (PDRAM), for approval by PAO. In coordination with the PAO or PAO designee and Financial Management Office (FMO), formulates PDRAM submission; prepares, submits and tracks expenditures against post's annual budget projections.

Coordinates all funding streams and expenditures for PD programs from both the PD Budget Allotment ("7 funds") and from multiple non-PD sources such as USAID, Economic Support Funds (ESF), counterterrorism funds (CT), PEPFAR, or other USG programs; and non-USG sources such as Vietnamese government cost sharing, public-private partnerships, private-sector fundraising, etc. Tracks Department of State (DOS) resources from the Bureau of Global Public Affairs (GPA) and the Bureau of Educational and Cultural Affairs (ECA), both those administered directly by post and those managed in Washington but allotted for programs that affect PD section workload (e.g., International Visitor Leadership Program - IVLP). Advises on and drafts requests for additional financial resources from DOS and other agencies.

Processes and disburses payments to exchange program participants. Serves as an occasional money holder and holds a purchase card.

Assists Financial Management staff in the disbursement of the PD Allotment, ensuring that all obligations and payments for PD activities are met (to speakers, grantees, procurements, contractors, etc.) Coordinates PD entries in WebRabit and PD Tools, and tracks COAST reports for accuracy. Serves as the authority on PD Project Codes. Coordinates Consulate PD input to the annual Mission Resource Request.

Monitors, tracks, and reports on PD expenditures against budget targets, including representation funds, unliquidated funds, periodic financial plans, and "recycled" funds (excess money from English language activities that are reprogrammed to other PD activities.) Prepares cost analyses and suggests cost-saving measures.

##### **II. Program Support (25% of time)**

Develops budget for individual PD programs and activities in collaboration with the PAO, Embassy Hanoi Resource Coordination Specialist, and Consulate PD LE Staff.

Actively plans at least a year in advance to contribute to the annual Public Diplomacy Implementation Plan (PDIP) by providing information on: program feasibility with available resources; diverse funding authorities; and staff, facilities, equipment, and other resource requirements.

Supervises Resource Coordination Assistant, coaching and mentoring through regular feedback and timely performance evaluations.

### **III. Grants, Contracts, and Agreements Coordination (20% of time)**

Supports the Grants Officer for the administration of all PD Section grants for Consulate General Ho Chi Minh City, and is the Section's coordinator and technical advisor on grants and cooperative agreements.

Drafts grants and cooperative agreements; reviews and analyzes Notice of Funding Opportunities and other solicitations drafted by colleagues to ensure adherence to Mission and PD goals and USG regulations. Coordinates with DOS offices on their specific PD grants policies.

Maintains the full set of PD official grant files in hard and electronic copy, and in the Grants Database Management System. Ensures compliance with USG-mandated databases that track federal assistance (Data Universal Numbering System - DUNS) and determine exclusions from doing business with the USG (State Assistance Management System - SAMS).

Reviews cost-share or co-sponsorship elements, and verifies the bona fides of grantee organizations.

Coordinates with GSO on contracting instruments; supports the Contracting Officer's Representative (COR). For DOS-initiated grants, acts as liaison between Department-based GOR and local implementing institution(s) as required.

### **IV. Management Coordination (Internal and External) (10% of time)**

Works closely with the Management Section to coordinate PD Section's use of resources (including financial, program, equipment, human, and space requirements) and PD-specific resource tracking.

Is the lead PD LE Staff advisor on private sector requests for Consulate support, sponsorship, patronage, etc., involving potential conflicts of interest and requiring ethics review.

### **V. Procurement and Property Coordination (10% of time)**

Advises PAO on rules and regulations governing program property. Develops annual PD acquisition plan for PAO's approval. Is main POC with GSO for property management of PD assets, to include property inventory, equipment maintenance upkeep/replacement/disposal.

Is primary POC with FMO and GSO for procurements to meet PD's specific standard requirements. Researches and reviews PD Section needs, including technical specifications. Provides work guidance to Procurement staff for PD procurements such as digital services, opinion survey services, A/V production, etc.

### **VI. Human Resources and General Administrative Functions (10% of time)**

Prepares workload statistics as required for PD budget submissions and personnel reports; coordinates preparation of PD staffing pattern.

Drafts office correspondence in English and Vietnamese, including cables, event proposals, and evaluation reports. Provides informal interpretation and translation from/to English and Vietnamese when required.

***Note:** This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

## **15. Qualifications Required For Effective Performance**

### **A. Education:**

A bachelor's degree in Business Administration, Financial Management, Organizational Management, Accounting, Public Administration, or local equivalent is required.

### **B. Prior Work Experience:**

A minimum of three years of progressively responsible experience in a major organization in budget, accounting, business administration, financial management, organizational management, public administration, project management, or grants management work is required.

**C. Post Entry Training:** Training to gain familiarity with the full range of U.S. government PD programs and activities and electronic delivery systems. FSI courses required for full performance level (approximately 7 weeks):

PA178 (classroom) or PA296 (online) Contracting Officer's Representative (5 days);  
 PY260 Federal Assistance Management (5 days) OR PY261 Grants Officer Representative Training (2 days)  
 AND PY262 Grants Management (1 day);  
 PY331 Managing PD Resources at Post (3 days);  
 PY332 Administrative Training for PD FSNs (5 days);  
 PY204 Foundational Seminar in Public Diplomacy for LE Staff (10 days);  
 PT230 Fundamentals of Supervision (24 hours online);  
 RP248 Foreign Service National Supervisory Skills (5 days).

***Note:** FSI Courses/course numbers subject to change.*

**D. Language Proficiency:** Level 4 (Fluent) Speaking/Reading/Writing English is required; and Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

**E. Job Knowledge:** Detailed knowledge of PD management operations, to include financial management, human resources, procurement regulations, grants policies and procedures, travel, IT, ICASS cost-sharing policies and procedures, and other administrative procedures and regulations, is required. Knowledge of USG appropriation and allotment bookkeeping and accounting procedures is required. Thorough knowledge of PD and relevant DOS regulations and other guidance on all elements of resource coordination relevant to PD Section administration and program activities is required. Detailed knowledge of USG grant regulations, Grants Policy Directives, public-private partnerships and fundraising guidelines, and A/OPE guidance is

required.

General knowledge of USG and DOS structures is required. Comprehensive knowledge of PD within DOS, to include the functions of and programs sponsored by R (the Under Secretary for Public Diplomacy and Public Affairs), R/PPR (the Under Secretary's Office of Policy, Planning, and Resources), ECA, GPA, and the PD components of regional and functional bureaus is required. Must have an overall understanding of the functions of embassies and consulates, and general knowledge of the structure of non-DOS agencies in Vietnam (e.g., USAID, Commerce, Agriculture, etc.).

Knowledge of U.S. foreign policy objectives and American interests in Vietnam; and understanding of regional, ethnic, socio-economic, cultural, and linguistic factors and the influence of religious, cultural, and educational institutions in shaping perceptions of the United States are required.

Comprehensive knowledge of Vietnamese geography, infrastructure, government institutions, and common business and banking practices is required. Knowledge of customer service in Vietnam is required. Must have an understanding of communications in Vietnam and the international information environment as it affects Vietnam, and must be familiar with digital practices and procedures.

#### **F. Skills and Abilities:**

Analytic skills: Must have strong analytic skills to manage funding from multiple sources, each with differing requirements for purpose, oversight, and accounting. Must be able accurately to assess resource challenges and identify solutions, including sensitive resource challenges. Must be able to perceive significant changes in PD operations and adjust operations in response. Must be able to identify resource investment in PD operations and develop performance standards to analyze the investment against PD outcomes.

Communication / Interpersonal skills: Must have excellent customer relations, interpersonal, and cross-cultural communication skills. Must have excellent written and oral communication skills, including writing reports in both English and Vietnamese. Must be able to work effectively with Consulate and Embassy personnel and Vietnamese institutions on PD operations and resources, including sensitive or contentious financial topics. Must be able to brief U.S. officers and visitors on appropriate uses of funding from multiple sources and other resource and funding issues governing Public Diplomacy.

Management Skills: Strong management skills are required, including the ability to develop and oversee project budgets. Ability to organize logistical support for professional and cultural projects such as workshops, seminars, video conferences, panel discussions, lectures, and camps is required. Must be able to conclude agreements with partner institutions and manage their fulfillment.

Technical Skills: Good keyboarding and data entry skills are required; excellent familiarity with electronic discovery tools, in particular the internet, and standard information retrieval practices and procedures is required. Thorough, detailed knowledge of and ability to use various computer software programs, specifically Microsoft Word, Excel, and databases, as well as PD-specific software, databases, and reporting tools, is required. Full understanding of PD-specific funding authorities, as well as their planning and reporting tools, is required. Knowledge of and ability to support PD use of digital and visual tools is required. Must have excellent numerical skills to manipulate numbers with speed, and to develop, manage, and monitor PD budgets.

Availability: Must be available to travel throughout Vietnam to support PD projects and activities.

## 16. Position Element

**A. Supervision Received:** Receives direct supervision from the PAO or PAO designee.

**B. Supervision Exercised:** Exercises full supervisory responsibility for one Resource Coordination Assistant (grade and position number TBD).

**C. Available Guidelines:**

Operational Guidelines: Consulate manuals and instructions; Mission office procedures. Foreign Affairs Manual, Foreign Affairs Handbook. Guidelines for PD Tools; InfoCentral PD Toolkit; information technology standards and requirements; current regulations for grants, cooperative agreements, and contracts; Department guidance and legal requirements on fund-raising, gifts, and partnership agreements (for PD); Department guidelines on copyright, captioning, etc.; Department guidelines on social media updated at [socialmedia.state.gov](http://socialmedia.state.gov); PD Evaluation Policy (February 2016 and updates). Guidelines for funding and implementing PD resources from R, ECA, and GPA.

Policy Guidelines: Department and Regional Bureau Strategic Plans; Mission ICS; annual PDIP; PDCC.

**D. Exercise of Judgment:** Uses judgment when communicating with all target audiences and external contacts. Uses judgment in recommending allocations of program, human, and funding resources for PD operations to ensure accountability and return on investment. Uses judgment to interpret, implement, explain, and advise others on complex administrative policies and procedures, and in determining when problems should be referred to the PAO.

**E. Authority to make Commitments:** Has no authority to make financial or contractual commitments; the job holder has authority and responsibility to make technical recommendations relating to grants development and implementation, fundraising, public-private partnerships, procurement, and travel.

**F. Nature, Level, and Purpose of Contacts:** Maintains strong working relationships with Consulate and Embassy staff, including the interagency, to handle administrative and financial business. Advises PD Section staff on resource issues.

Maintains contacts with external grantee organizations for development of grants or contracts, including grant or contract formulation, implementation, and reporting. Develops broad contacts among external service/goods providers, for example, translation services or digital equipment vendors. Develops good contacts with government, corporate, and cultural institutions to implement PD programs and activities.

**G. Time expected to Reach Full Performance Level:** Two years.

*Note: Initial hiring at a training or developmental grade will be considered.*